

DDA 76-4313

30 AUG 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence
General Counsel
Inspector General
Legislative Counsel
Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Focal Point for Requests from Oversight
Bodies

1. We can anticipate continuing requirements for data and information relating to DDA activities from the various congressional and executive bodies charged with CIA oversight responsibilities. To insure that such requests are handled within the Directorate in a coordinated and responsive manner, it is important that the Office of the DDA be aware of such requests and responses on a current basis. I am designating the Assistant for Information [redacted] as the DDA focal point for all such requests and am asking by this memorandum that the addressees make sure that all such requests and responses are channeled through [redacted]

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2. In those instances where unusual timing requirements call for direct communication between that Agency component processing the request and an individual DDA component, it is requested that [redacted] be simultaneously advised of the request or response and be provided copies of any related correspondence.

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/s/John F. Blake

John F. Blake